



# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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Mobile: +63 977 846 72 28

20 April 2023

**The Freedom of Information-Project Management Office (FOI-PMO)**

Philippine Information Agency Building  
Visayas Avenue, Diliman, Quezon City

To whom it may concern,

Greetings from the Mindoro State University!

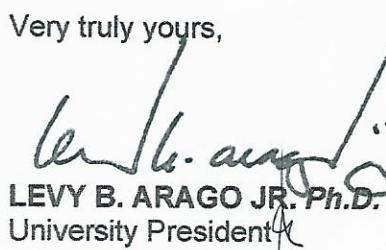
This is in connection with the email sent by Freedom of Information-Program Management Office (FOI-PMO) dated March 28, 2023, re; Request for Revision of FOI-PBB Requirements for 2022.

In particular, the office is requesting to include provisions for the "No Wrong Door Policy" (see attached FOI-MC No.21-05: Guidelines on the Referral of Requested Information, Official Records and Public Records to the Appropriate Government Agency Otherwise known as the "No Wrong Door Policy for FOI"). We regret to inform you, that revision of MinSU FOI Manual will take time because this will be brought to Administrative Council meeting for presentation and finally for approval of the governing board of the University. Immediate action relative thereto was made by issuing an office order creating the MinSU FOI Review and appeals committee to spearhead the revision of the manual, specifically the inclusion of provision of "No Wrong Door Policy".

Further, we respectfully request revalidation of the compliance reports.

Thank you very much and we are hoping for your positive response on this matter. We have attached documents for your reference. For other information, our Records Officer, Mr. Melgar G. Fadriquelan, is willing to discuss with you at your most convenient time. You may reach us at mobile number, 0975-738-2645.

Very truly yours,

  
LEVY B. ARAGO JR. Ph.D.  
University President



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March 31, 2023

**MRS. FILOMENA P. REYES**  
Chief Administrative Officer  
This University

Mam Reyes,

Greetings!

This is in connection with the attached email sent by Freedom of Information-Program Management Office (FOI-PMO) dated March 28, 2023, re; Request for Revision of FOI-PBB Requirements for 2022.

In particular, the office is requesting to include provisions for the "No Wrong Door Policy" ("see attached FOI-MC No.21-05: Guidelines on the Referral of Requested Information, Official Records and Public Records to the Appropriate Government Agency Otherwise known as the "No Wrong Door Policy for FOI"). I think Mam, this requires endorsement from the Administrative Council for approval of the Board of Regents. Since this is an administrative matter, I am respectfully endorsing this to your good office. I do believe that you can facilitate this request being the lead person in the crafting of this manual in the year 2016.

For your information, we are only given until today, **March 31, 2023** to submit our revised FOI requirements, and it is uncertain because it requires approval of the MinSU-BOR. However, I had called-up the FOI-PMO office and appealed to give time until April 16, 2023 and verbally agreed

Kindly treat this letter as **URGENT** needing immediate action of the management.

Thank you very and I am hoping for your positive response on this matter. I have attached documents for your reference. For other information, the undersigned is very much willing to discuss it to you at your convenient time.

Very truly yours,

*Melgar F.*  
**MELGAR G. FADRIQUELAN**  
FOI-Receiving Officer

*Received By:*  
*On 4/3/2023*



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## OFFICE ORDER No. 16, s. 2023

TO : ALL CONCERNED

SUBJECT : CREATION OF THE FREEDOM OF INFORMATION (FOI) APPEALS AND REVIEW COMMITTEE

DATE : 11 APRIL 2023

In the exigency of service, the *Freedom of Information (FOI) Appeals and Review Committee* in compliance with Executive Order No. 02, s. 2016 (Operationalizing in the Executive Branch of the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service) is hereby created with the following composition:

| NAME   | DESIGNATION                                 |
|--|---|
| <b>DR. LEVY B. ARAGO JR.</b><br>University President   | Chairperson                                 |
| <b>DR. GENELITA E. HERNANDEZ</b><br>University and Board Secretary                                 | Co-Chairperson                              |
| <b>DR. NEMESIO H. DAVALOS</b><br>Vice-President for Academic Affairs                               | Decision Maker                              |
| <b>DR. CHRISTIAN ANTTHONY C. AGUTAYA</b><br>Vice-President for Research, Extension and Development | Decision Maker                              |
| <b>MS. JOELENE C. LEYNES</b><br>Vice-President for Administration and Finance                      | Decision Maker                              |
| <b>MS. FILOMENA P. REYES</b><br>Chief Administrative Officer                                       | Member                                      |
| <b>MS. MARY ANN M. HERNANDEZ</b><br>Director for Planning, Monitoring and Evaluation               | Member                                      |
| <b>MS. MELLANY A. TOLENTINO</b><br>Director for Internal Quality Assurance                         | Member                                      |
| <b>MR. PAOLO MICHAEL L. LAFUENTE</b><br>Director for Management Information System                 | Member                                      |
| <b>MR. HAROLD Y. BANGALISAN</b><br>Data Protection Officer   | Member                                      |
| <b>MS. ZEA FIEL V. SIGUE</b><br>Administrative Officer IV (HRMO II)                                | Member                                      |
| <b>MR. MELGAR G. FADRIQUELAN</b><br>Administrative Officer V (Records Officer III)                 | Receiving Officer-MinSU Main Campus         |
| <b>DR. MA. ARLYN M. REDUBLO</b><br>Campus Executive Director                                       | Receiving Officer-MinSU Calapan City Campus |
| <b>DR. CIEDELLE P. SALAZAR</b><br>Campus Executive Director  | Receiving Officer-MinSU Bongabong Campus    |
| <b>MS. BELENA A. ORNEDO</b><br>Designated-Records Officer-Calapan Campus                           | Secretariat                                 |
| <b>MR. RONALD F. GUTIERREZ</b><br>Designated-Records Officer-Bongabong Campus                      | Secretariat                                 |
| <b>MS. MA. SHIELA M. MANSALAPUZ</b><br>Planning Officer I  | Secretariat                                 |

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•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



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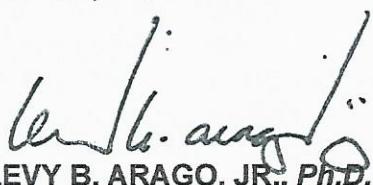
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Subject to existing laws, rules and regulations, the Committee is hereby directed to formulate the respective implementing guidelines in consideration to the nature of information in their custody/control and to create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

This designation does not entail additional compensation except those accruing to your present plantilla position subject to existing auditing rules and regulations.

This order shall take effect immediately and will remain enforced until otherwise revoked by the undersigned

For compliance

  
LEVY B. ARAGO, JR., Ph.D.  
University President

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